

## JOB DESCRIPTION

**Job Title:** Cataloguer  
**Campus:** Hendon  
**Grade:** 4  
**Salary:**  
**Period:** Permanent  
**Reporting to:** Senior Cataloguer  
**Reporting to Job Holder:** Not applicable

**Overall purpose:** To work as part of the Library & Learner Development directorate in the classifying and cataloguing of all new and existing materials acquired by the library.

### Principal Duties:

- Catalogue and classify all types of material held within or acquired for Library & Student Support's collections so that agreed standards are employed and work takes place within agreed timescales.
- Catalogue standard and non-standard materials to internationally recognised protocols and systems, currently RDA and MARC21, and publish records on the web-based catalogue
- Identify materials against existing internationally published records and edit and import records into the web-based catalogue in line with locally agreed protocols
- Classify using recognised international protocols and systems, primarily Dewey Decimal Classification, and in-house classifications as agreed with relevant stakeholders and authorised by the Head of Collections
- Assist the Senior Cataloguer in determining cataloguing and classification policy and standards
- Assist the Senior Cataloguer in ensuring that the quality of the data held on the Library Management System is high, through effective control including clear procedures and mechanisms such as an authority control system
- Contribute to the development of cataloguing standards and policy in conjunction with the Senior Cataloguer
- Assist the Senior Cataloguer in the training and supervision of all staff involved in bibliographic record creation.
- Liaise with colleagues in LSS and other Directorates on bibliographical matters, and advise them on effective use of the University's catalogue database.

### Other duties:

- Participate in duty rotas as required
- Maintain awareness of developments in cataloguing (and repository work???) and advise on their local application
- Undertake any other duties and specific projects as may reasonably be required by senior staff of the Teaching and Research Support (is this correct?) Directorate.

## PERSON SPECIFICATION

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### Education:

Essential: To have a degree and/or postgraduate qualification in librarianship  
Evidence of continuing ability to learn

Desirable: Membership of CILIP or other relevant professional organisations

### Experience:

Essential: To have relevant professional experience

Desirable: To have experience of academic librarianship.

### Skills:

Essential: To be able to use automated cataloguing procedures, including the use of Marc format and RDA  
To have a working knowledge of the Dewey classification scheme  
To have excellent communication in a range of media  
To have good organisational skills  
To have good IT skills  
To be able to work accurately and methodically under pressure  
To be familiar with automated library systems

### Aptitude:

Essential: To have a positive approach to team working  
To possess a flexible approach to working in a complex, busy environment  
To have the ability to prioritise own time and tasks

**Hours:** 35.5 hours per week for 52 weeks per annum, actual daily hours by arrangement. Some evening and/or weekend working may be required.

**Leave:** 25 days per annum plus six University days to be taken in conjunction with Bank Holidays. Leave for part time employment is pro rata.

**Flexibility:** Please note that given the need for flexibility in order to meet the changing requirements, the duties/location of this post and the role of the postholder may be changed after consultation

**No Parking at Hendon campus:** There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon campus or for a post at Cat Hill/Trent Park which is due to relocate to Hendon please ensure you can commute without a car. (This does not apply to Cat Hill/Trent Park staff appointed before 1 January 2010 who are due to relocate to Hendon).

Information on public transport to Hendon can be found here:  
[http://www.mdx.ac.uk/campus/campuses/docs/Hendon\\_campus\\_map.pdf](http://www.mdx.ac.uk/campus/campuses/docs/Hendon_campus_map.pdf)

We offer an interest-free season ticket loan, interest-free motorbike loan, and bicycle and motorbike parking and changing facilities.

**Middlesex University is working towards equality of opportunity. Flexible working applications (including part-time working) will be considered.**

**If you wish to apply for this post please complete an application form found here:**  
[www.mdx.ac.uk/jobs](http://www.mdx.ac.uk/jobs)

**Closing date for receipt of applications:**

**Please return the completed application form to: The Recruitment Office, Middlesex University, Hendon Campus, The Burroughs, London, NW4 4BT**

**What Happens Next ?**

If you wish to discuss the job in further detail please contact \_\_\_\_\_ on (020) 8411 xxxx.  
If selected for interview, you will hear directly from someone in the School/Service/Campus, usually within 3 weeks of the closing date. If you do not hear from us you may assume that your application was unsuccessful.

**Ref:**

**LIB**

**Date:**